

# **CITY OF ROSWELL, NM**

## **POLICE SERVICE AIDE**

Date Open:	January 11, 2016	Schedule:	Hours Will Vary	Salary:	\$12.2158 -	Job #	16-004
Date Close:	December 31, 2016		Depending on Shift		\$15.0238 – Hourly		Part Time Police

### **Definition and Distinguishing Characteristics**

This is part-time, entry level, law enforcement-related police work. Under general supervision, provides police services that otherwise would be lost or delayed because of workload saturation on the part of sworn officers. Relieves sworn officers of non-related or low priority police service so that they may pursue anti-crime activities more effectively.

Work is performed in accordance with departmental rules and regulations and upon specific oral and written instructions from a superior. While many decisions are limited by established procedure, independent judgement, usually based on precedent, must be exercised in the handling of specific cases. Some of the work actions are final and represent the last level of responsibility, but many are reviewed or reconsidered internally or by the judicial system before being considered final. Work requires knowledge that are to be learned on-the-job and also with substantial supervisory participation. After training, work is performed without direct supervision, advice and guidance from a superior officer is usually available on non-routine matters. Work assignments and special instructions are received from a superior officer who reviews work methods and results through examinations of reports, on-the-job observation, personal inspection and discussion of work problems. Work involves considerable contact with the general public in both adversary and non-adversary situations. Work involves a significant limited personal danger.

### **Typical Examples of Work Performed**

- Responds to calls for service as dispatched and provides necessary information, advice and assistance to the general public.
- Conducts traffic control.
- Completes on-street and private property, non-injury accident reports.
- Enforces parking regulations.
- Assists motorist.
- Takes simple vandalism and petty larceny reports.
- Handles missing person and runaway reports.
- Provides assistance to investigative officers at accident and crime scenes, such as directing traffic and taking measurements.
- Takes reports and prepares information regarding abandoned vehicles.
- Completes tow in reports and waits for wrecker.
- Conducts police vehicle transport activities.
- Picks up and delivers messages or items for officers and delivers correspondence between main station and sub-stations.
- May drive City vehicles.
- Perform other duties as required.

### **Knowledge, Skills and Abilities**

Ability to acquire knowledge of departmental rules, regulations and procedures, first aid methods and techniques and investigative techniques and practices.

Ability to observe situations objectively and to report and record them clearly and accurately.

Ability to exercise good judgement in non-emergency situations.

Ability to drive City vehicles safely and efficiently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

### **Minimum Requirements of Education and Experience**

Graduation from a standard senior or vocational high school, or the equivalent.

### **Necessary Special Qualification**

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and be insurable by the city's insurance carrier.

Must be a U.S. citizen, at least 19 years of age or older at date of hire.

Must maintain a contact phone.

Weight and height must be proportionate.

Eyesight must be no worse than 20/100 corrected to 20/20 in both eyes with no color or night vision difficulties.

Must be free from any physical or emotional defects which might adversely affect performance in job related situations.

Must have never been convicted of any felony crime or any crime involving moral turpitude.

Must be able to pass a rigid background investigation including work history, character, honesty, integrity, criminal record, driving record, etc.

Must not have been arrested and convicted of any misdemeanor crime within two years of date of application.

### **Other Necessary Requirements**

Must submit the "Physical Fitness Release and Consent" and "Pre-Employment Release and Waiver" forms with the application.

Must pass a post-offer pre-employment complete physical exam given by a City-designated physician.

**Must pass a post-offer pre-employment drug screen administered by a City-designated facility.**

